

Summary of State Agency Procurement Profiles  
June 16, 2003

**Sue Doby Agencies**

FIA: FIA elected to have only view access in MAIN. They will continue to approve paper DIT-0015's. FIA staff are instructed to work through their office EUCN coordinators who can call in to the Customer Service Center. The DIT-0015 created from that call will be routed back to FIA (Pratin Trivedi) for coding and approval. Pratin's staff can call into DIT Procurement for emergencies up to \$5,000. They will follow up with DIT-0015's. Procurement card purchases are preapproved for emergencies up to \$200, but need to be followed up with DIT-0015.

DCH: DCH elected to have only view access in MAIN. They will continue to approve paper DIT-0015's. No DCH staff are authorized to call into the Customer Service Center. Anyone who does call in should be referred back to Kristi Broessel in DCH. There is no preauthorized limit for procurement card purchases.

**Lynn Draschil Agencies**

Agriculture: Agriculture elected to have only view access in MAIN. They will continue to approve paper DIT-0015's. All Agriculture staff may call into the Customer Service Center for break/fix only requests up to \$3,000. Procurement card purchases are preauthorized up to \$2,500 (break/fix only). All other requests require DIT-0015.

History, Arts & Library: HAL will have one stop in the MAIN Approval path, for all requisitions. Only one staff person is authorized to call in for agency requests- all others must come on DIT-0015's. Procurement card purchases are preauthorized to \$500 for break/fix.

Environmental Quality: DEQ will have two stops in the MAIN approval path for purchases up to \$2,500, and three stops for purchases over that amount. Procurement techs and budget liaisons are the only staff authorized to call in requests to the Customer Service Center. P-card purchases are for emergencies only and agency code 3 must be used to distinguish the purchase.

Natural Resources: DNR will have two stops in the MAIN approval path. Only one staff person is authorized to call in. The call-in limit is \$1,000. Procurement card purchases are preauthorized to \$1,000 for break/fix only.

**Gary Blair Agencies**

Attorney General: The AG's office will have one stop in the MAIN Approval path for all requisitions. Only one staff person is authorized to call in, and the call-in limit is \$500. The preauthorized threshold for P-card purchases is \$2,500

Corrections: DOC has one stop in the MAIN approval path, for requisitions over \$25,000. Facility Procurement Techs and Business Managers are authorized to call into the Customer Service Center at any dollar amount. The preauthorized threshold for P-card purchases is \$1,000.

Military and Veterans Affairs: DMVA has one stop in the MAIN approval path, for all requisitions. Two people are authorized to call into the Customer Service Center, and the limit for call-ins is \$2,500. The preauthorized threshold for P-card purchases is \$2,500.

State Police: State Police will not be in the MAIN approval path. Only one staff person is authorized to call into the Customer Service Center, and the call-in limit is \$2,500. There is no preauthorization for p-card purchases.

### **Jim Hogan Agencies**

Career Development: DCD will have one stop in the MAIN approval path, for all requisitions. Three staff are authorized to call in requests to the Customer Service Center, with no dollar limit. The pre-authorized threshold for P-card purchases is \$2,500 if a copy of the invoice is sent back to DCD.

Consumer and Industry Services: No profile received as of 6/16/03

Education: No profile received as of 6/16/03

Unemployment Agency: Will be folded into the CIS profile

### **David Borzenski Agencies**

Casino Gaming Board: No profile received as of 6/16/03

Lottery: Lottery will have one stop in the MAIN approval path, for all requisitions. No Lottery staff may call the Customer Service Center for purchases. The pre-authorized threshold for P-card purchases is \$2,500

State: Department of State will have one stop in the MAIN approval path, for all requisitions. Two DOS staff are authorized to call into the Customer Service Center. There is no preauthorized threshold for P-card purchases.

Treasury: Treasury will have three stops in the MAIN approval path, for all requisitions. All Treasury staff can call in for break/fix purchases, up to \$1,000. Four agency staff are authorized to call in for new purchases, at any dollar amount. There is no preauthorized threshold for P-card purchases; they must be put through MAIN as requisitions and then cancelled. All DIT-0015's will first have Treasury approval on paper, and then be approved again in MAIN.

### **Doug Couto Agencies**

Civil Rights: DCR will have one stop in the MAIN approval path, for all requisitions. Five DCR staff are authorized to call in to the Customer Service Center, with no dollar limit. The preauthorized threshold for P-card purchases is \$2,500.

Civil Service: Civil Service will not be in the MAIN approval path.. Two staff are authorized for call-in requests to the Customer Service Center, for emergency requests only at any dollar amount. The preauthorized threshold for P-card purchases is \$2,500.

Management and Budget: DMB will have two stops in the MAIN approval path for all requisitions. DMB EUC coordinators may call into the Customer Service Center for purchases at any dollar amount. The preauthorized threshold for P-card purchases is \$500.

Transportation: No profile received as of 6/16/03.

Contact Karen Kalis, [kalis@michigan.gov](mailto:kalis@michigan.gov) with any questions or changes.